



# **Robert M. Beren Academy Parent *Hitnadvut* Program**

# **Handbook**



Dear Parent,

You, our parents and RMBA volunteers, are an integral part of our school. We are very pleased that you have decided to participate in the Robert M. Beren Academy Parent *Hitnatvut* Program. As a parent, you have ideas, talents, and time to share with our students and our school. It is our belief that volunteer programs are beneficial to everyone involved. These programs help foster stronger school/community relationships by creating a common ownership in the success of our school. They also demonstrate the importance of community service to all involved in the program, especially our students.

Please read through this handbook carefully. It is designed to give volunteers the information necessary to make your experience rewarding. We hope that these guidelines build your confidence and give you some direction so that you feel that your time spent here has been worthwhile. If you have any questions, please direct them to the appropriate volunteer contact.

Thank you for devoting your time to this endeavor.

Your in RMBA Spirit,

Paul S. Oberman  
Head of School



## Introduction

- We want to welcome you and help you make the most of your volunteer experience. There are so many different ways to participate; we hope this handbook will help guide you.
- As a parent and a volunteer, you are an important part of the Robert M. Beren Academy community. When you become a volunteer, your work takes on special significance – though you are not part of the staff, you share their responsibilities while working with students.
- When you volunteer you help
  - Your child
  - Other children
  - Teachers
  - Administrators
  - The community

## Building a Strong Volunteer Community

Robert M. Beren Academy would love to create a strong tradition of parent involvement. Because parent volunteers are such an integral part of our community, it is important for all volunteers to remember the following:

- Be responsible and safe –always put children first.
- Respect confidentiality. Students and staff have a right to privacy.
- Be professional
- Communicate
- When things come up and you can't fulfill a promise, let someone know ASAP.
- Share your experience with others and encourage new volunteers.
- Commitment – Once you become a volunteer others depend on you. Please be on time.



## **Getting Started**

Before starting your first volunteer task, we ask all volunteers to be aware of the following points.

**Safety** – Act as a good role model for the children.

- Always sign in and out at the school office. It is important for staff to know that you are in the building and it makes it easier to locate you in an emergency.
- Always wear a “Volunteer” badge.
- As a courtesy to others, please turn off cell phones, or limit cell phone conversation while in the school building.
- Always follow correct safety procedures:
  - There is no talking during drills;
  - When in a classroom, follow the teacher out of the building and stay with the class;
  - When not in a classroom, quietly exit the building and remain at a safe distance until notified that it is safe to return.
  - When sheltering in place; follow the teacher’s instructions.

## **Sign-In/Out**

PLEASE SIGN IN AND OUT EACH TIME YOU VOLUNTEER AT THE SCHOOL.

For security reasons, and in case of an emergency, it is important for the school to have a record of who is in the building, for what reason, and for how long. ALL volunteers are required to sign in and out. This also helps you keep track of your *hitnadvut points*.

## **Identification**

YOU ARE ASKED TO WEAR IDENTIFICATION WHILE WORKING IN THE SCHOOL.

By wearing a volunteer name tag, you will be immediately recognized as a person who is here to help the staff and students. Name tags are in the school office and should be picked up at sign-in time.

## **Confidentiality**

All school volunteers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children and their families



ROBERT M. BEREN  
ACADEMY

should be considered privileged information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student information as personal and confidential regardless of source.
- Communicate relevant information about students to the respective contact.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can or will be shared with volunteers, due to legal considerations.
- Deal impartially with students regardless of background, intelligence, and physical or emotional maturity.
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or principal. Direct inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or school to the principal.
- Do not discuss confidential information with anyone. This information includes, but is not limited to: Academic and health records, Test scores and grades, Discipline and classroom behavior, Character traits of children.
- All volunteers are required to sign a statement of confidentiality.

### **Discipline**

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should in NO way discipline students. Should students misbehave in your presence, you should report this immediately to the person in charge, who will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the contact person.



## STATEMENT OF CONFIDENTIALITY FOR SCHOOL VOLUNTEERS

I understand that in the course of my association with Robert M. Beren Academy I share the responsibility of maintaining the confidentiality of any employee or student information that I may have available to me. I understand that it is my responsibility to assure rights and confidentiality of information both written and verbal.

As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit students. I promise to take to my work and attitude an open-mindedness, willingness to be trained, as well as interest and commitment.

I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and, if substantiated, could result in termination of volunteer involvement with Robert M. Beren Academy.

I acknowledge that I have read and understand this statement of confidentiality.

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HEAD OF SCHOOL SIGNATURE

\_\_\_\_\_  
DATE



## Volunteer Code of Conduct

By signing this agreement, I, \_\_\_\_\_, agree to the following:

- I understand that as a parent volunteer I declare full responsibility and commitment to Robert M. Beren Academy's Parent *Hitnadvut* Program.
- I agree to work my entire volunteer shift as scheduled, conduct myself in an appropriate manner, dress in attire that follows the school standards of modesty and appropriateness, follow safety procedures, and be prepared for work.
- I understand that if I cannot make a volunteer shift, it is important to notify the school contact person or PTO ahead of time by calling the campus main number, or emailing PTO (when appropriate).
- During my scheduled shift, I agree to focus on the task at hand. I understand that while I am at school, my focus should be on my volunteer effort.
- I know that I represent the school, and I promise not to engage in any activity that may cause harm to the school, others, or me.
- I understand that failing to adhere to the above pledges may result in my dismissal from the parent *hitnadvut* program.

\_\_\_\_\_  
(Signature of Parent Volunteer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Head of School)

\_\_\_\_\_  
(Date)